

PERSONNEL BOARD
Trustee's Room at the Library
Monday, January 4, 2016 @ 7:30 PM

Present: Chairman D. Kearns, S. Crown, E. Richter, J. King, and Asst. Town Administrator/HR Director Vieira

Topic	Discussion	Action
	<p>The Chief of Police was in attendance; he requested an opportunity to attend a Personnel Board meeting; he said he has been in his position since May of 2015 and is going around introducing himself to the various town committees. The Personnel Board members introduced themselves to the chief. The Chief said he believes performance evaluations are critical; providing feedback to employees is very important.</p> <p>Meeting minute approval.</p> <p>Old Business</p> <p>Employee Compensation Report Deferred</p> <p><u>Article 13 – Paid Sick time</u>: this will be on the agenda for the next meeting.</p> <p><u>Paid Time Off & Benefits Survey</u>: this will be on the agenda for the next meeting.</p> <p><u>Personnel Board Member Recruitment</u>: Aileen Morrissey is in attendance; she is considering becoming a Personnel Board member. She works in Human Resources (Benefits Specialist) at Gorton's of Gloucester. They employ approximately 425 employees, she handles the Salary Group; her duties include tuition tracking and COBRA administration. She is also a member of the Millbrook Meadow Committee. D. Kearns indicated if A. Morrissey was interested in pursuing becoming a Personnel Board member she should attend at least one more Personnel Board meeting</p> <p><u>Personnel Regulations Reorganization</u>: M. Vieira said he put a July 1, 2016 date of completion in the timeline; he states this is aggressive. He drafted a cover letter to accompany the regulations. The letter addresses the issue of this not being a negotiation. It states that employee recommendations will be reviewed and may be incorporated into a future revision. S. Crown said it may be difficult to seek input in areas that are already being looked at. D. Kearns said should the board review the regulations first and then send the letter seeking input. M. Vieira said it has been his experience that making changes before seeking input wasn't successful. We can seek input again, but he is particularly sensitive to giving staff the opportunity to provide input before any changes are made. The Asst. Town Administrator</p>	<p>E. Richter moved to approve the November 2, 2015 minutes, seconded by S. Crown, Vote: 4-0.</p> <p>D. Kearns would send a letter of endorsement to the Board of Selectmen.</p> <p>M. Vieira will send the draft letter to board members shortly; they can provide comments to him before it goes to staff.</p>

	<p>said if the regulations cannot be revised by July 1, perhaps next January 1 would make more sense. S. Crown inquired if we are seeking general recommendations on format type of areas, or are we seeking specific benefit and policy changes. It was recommended that the letter to employees indicates that we are seeking benchmarks from other communities that are similar to Rockport to ensure we are within the market. M. Vieira said we will be sure that counsel reviews any changes prior to implementation as well. He said in addition he will have individual meetings with staff that have made recommendations.</p>	
	<p><u>New Business:</u></p> <p><u>Pigeon Cove Fire Fighter Stipends Adjustment:</u> Jack Doyle was in attendance. He said there are four companies, there is a squad, a ladder, Sandy Bay (2 trucks), and Pigeon Cove (2 trucks). They have separate meetings; they are four separate units. Pigeon Cove has picked up on carbon monoxide calls; they are the only ones to respond so these calls; their volume has increased. We want to be sure they are equal on the pay level. They're proposing a \$49/increase, or \$628.86 per year.</p> <p><u>Fire Fighter Substitute Stipend:</u> J. Doyle said we have 42 paid members and usually have about 10-12 substitutes. A new substitute can be in that unpaid position for many years before another member retires or leaves. We are looking to pay them after 1 year, a member rate for their assigned company. They need to respond to 30% of the calls and be CPR certified as well as complete all other requirements. The total department budget is \$212,000; the payroll costs are \$168,000. There are mandatory drills and mandatory meetings throughout the year. This change may affect approximately 5 members.</p> <p><u>Board of Health Stipends:</u> M. Vieira said this position was in the schedule two times with no amount specified. If the amount is zero, it is removed from the schedule. The Board of Health has been paid through Accounts Payable for over twenty years, not payroll; it was a yearly check in the amount of \$178.34. M. Vieira is recommending it go on Schedule D; the amount will be \$180.00 per year for all five members. There are requirements that the members need to meet.</p> <p>Conflict of Interest Acknowledgement of Receipt</p> <p>Anti-harassment Policy Acknowledgement of Receipt</p> <p>M. Vieira reminded the group on completing this.</p> <p>M. Vieira reminded the group on completing this.</p>	<p>J. King moved to increase the stipend for the Pigeon Cove Fire Fighters to match Squad 1, seconded by S. Crown, Vote: 4-0.</p> <p>J. King moved to increase the fire fighter substitute stipend, after one year of service, seconded by S. Crown, Vote: 4-0.</p> <p>J. King moved that the five (5) Board of Health members position go on Schedule D at \$180.00 per year, seconded by E. Richter, Vote: 4-0.</p>

	<p>On-line Training</p> <p>M. Vieira reminded the group on completing this.</p> <p>M. Vieira said there have been difficulties with printing the certificates. He stated that he needs to receive the on-line tests.</p> <p><u>HR Director's Report:</u></p> <ul style="list-style-type: none"> ▪ Union Negotiations are starting this month, the Sgts. Union, AFSCME, and the Patrol officers; Civilian Dispatchers will also be in process. ▪ Budget process: the smaller departments were not required to submit anything for FY 17. If they could stay as is, that was fine. If they could find ways to reduce costs they were asked to do so. The Public Employee Committee is being formulated to look at health insurance plans/costs, etc. We will look at a GIC equivalent plan but we are not looking at the GIC plan. 25% of any savings during first year must go back to employees. A meeting will be scheduled this month with a representative from each union; any plan changes will be implemented by July 1, 2016. ▪ The Community House Manager's stipend is being reviewed; it is an on-call basis. The current stipend is \$10,000/year. The current manager maintains very good records of the activities in the building; this information will be very helpful in the review. M. Vieira said it has been difficult to locate similar positions in other communities. ▪ Animal control/dog officer candidate has been located. We are working with the police department to obtain some new guidelines. Some of the duties are being reviewed (lost pets, shelter care, etc.). ▪ Employee Recognition: looking for small ways to recognize excellence and perhaps birthday acknowledgements, sympathy cards, anniversary dates with the town acknowledgements, etc. ▪ The Town Accountant was hired. During negotiations with the desired candidate; there were two weeks of earned vacation per year stated in the policy. The candidate said she couldn't accept anything less than 4 weeks per year. D. Kearns was concerned that this would set a precedent and recommended checking with counsel. The Police Chief, the Town Administrator, and the Town Accountant can be offered a contract and they can have different benefits without setting a precedent. D. Kearns said this is another example of why we need to review the benefits and policies as soon as possible. 	

Next Meeting: Monday, February 22, 2016 at 7:30pm